



Device Data Update Form

When Do I Use This Form? Use this form to do any of the actions listed in the table below (check all actions that apply).

√	You can...	Important Notes
<input type="checkbox"/>	Permanently remove materials from a source	You can only remove materials that you have not used in the last 12 months and do not anticipate to use in the future.
<input type="checkbox"/>	Permanently remove entire sources	<ul style="list-style-type: none"> You can only remove sources that are either dismantled or permanently removed from your operations. Your Permit(s) to Operate the removed sources will be cancelled. If you remove a source, you will need to obtain an Authority to Construct and/or Permit to Operate before you re-construct or operate the removed source.
<input type="checkbox"/>	Permanently remove entire abatement devices	<ul style="list-style-type: none"> You can only remove abatement devices that are either dismantled or permanently removed from your operations. Prior to removing an abatement device that controls emissions from a source that is still in operation, you must contact your plant engineer at the District. Your request will require an application to modify the source or operating conditions.

How Do I Complete This Form?

1) Provide the following information:

Action	Required Information
Provide current District ID number for the facility (plant #, or site # as it appears on the Permit to Operate or invoice).	Plant# / Site #: _____
Provide current business name (as it appears on the Permit to Operate or invoice).	Current Business Name: _____
Provide physical address of your facility or permitted equipment.	Street # & Name: _____ City: _____ State: _____ Zip: _____ Phone: () - _____
Provide your name, title and the date when you complete this form.	First and Last Name: _____ Title: _____ Date: _____

2) Find sections below that are applicable to you and follow the instructions within these sections.

3) Mail this form to: BAAQMD, 939 Ellis Street, San Francisco, CA 94109, ATTN: Permit Systems Section.

Removing Materials from Source

If you need to permanently remove materials (not used in the last 12 months) from a source at your facility, perform the action in the table below.

Action	Required Information																
For each material to be removed, provide the source number and material name or/and District material code.	<table border="1"> <thead> <tr> <th>Source #:</th> <th>Material Name or/and District Material Code:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> </tbody> </table>	Source #:	Material Name or/and District Material Code:														
Source #:	Material Name or/and District Material Code:																
<i>Note: If you have more materials to remove, attach to this form a list of additional materials to be removed in the same table format as above.</i>																	



Removing Sources

If you need to permanently remove sources, perform the action in the table below.

Action	Required Information		
For each source to be removed, provide the source number, source name and removal date.	Source #:	Source Name:	Date Removed from Service:
<i>Note: If you have more sources to remove, attach to this form a list of additional sources to be removed in the same table format as above.</i>			

Removing Abatement Devices

If you need to permanently remove abatement devices, perform the action in the table below.

Note: If you remove an abatement device that controls emissions from a source that is still in operation, you must contact your plant engineer at the District.

Action	Required Information		
For each abatement device to be removed, provide the abatement device number, abatement device name and the removal date.	Abatement Device #:	Abatement Device Name:	Date Removed from Service:
<i>Note: If you have more abatement devices to remove, attach to this form a list of additional abatement devices to be removed in the same table format as above.</i>			

For Internal Use Only

Codes for Data Changes:

1. Change source name 2. Correct data 3. Source not operating 4. Other

Source #	Code	Comments

Inspector's Name: _____ #: _____ Date: _____

Approved by (Plant Engineer Name): _____ Date: _____